



LOUISIANA TENNIS ASSOCIATION INC.
 9270 Siegen Lane, Suite 702
 Baton Rouge, LA 70810

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Officers

Bruce Kingsdorf
 President

Jay Boyd
 Executive Vice President

Emily Becker
 Vice President

Grady Wilson
 Vice President

Jennifer Edmonson
 Secretary

Ed Gaskell
 Treasurer

Robert Daigle
 Immediate Past President

Executive Director
 Diana Beauregard

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|---------------------|---|
| Job Title | Executive Assistant & Community Tennis Director |
| Reports To | Executive Director |
| Work Schedule/Hours | Monday-Friday, 9:00am-5:00pm |
| FLSA Status | Nonexempt |
| Other | Some travel is required |

Overview:

The primary focus of this position is to provide assistance to the Executive Director with office administrative tasks as assigned and provide information and resources to the Louisiana Community Tennis Associations.

Summary of Responsibilities:

- Serve as LTA receptionist
- Event organization for LTA meetings, workshops and annual volunteer award ceremony
- Assist Executive Director with daily office managements as assigned

Education and Experience

- Bachelor degree in Business, Marketing, Sports Management or related field.
- Strong administrative and organizational skills
- Advanced computer skills with MS Outlook, Word, Excel, Access, and Power Point
- Team player mentality; ability to work well with others

PLEASE SEND RESUMES TO JOBS@LOUISIANATENNIS.COM

NO PHONE CALLS!